



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

April 13, 2005

Britt Cocanour, Treasurer  
Emily's List  
1120 Connecticut Avenue, NW, Suite 1100  
Washington, DC 20036

**Response Due Date:**  
**May 13, 2005**

Identification Number: C00193433

Reference: Amended October Monthly Report (9/1/04-9/30/04), received 2/28/05

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Please clarify all expenditures made for "Catering/Facilities", "Copying/Faxing", "Event Supplies", "Postage", "Printing", and "Mail House" on Schedule(s) B and H4. If a portion or all of these expenditures were made on behalf of specifically identified federal candidates, this amount should be disclosed on Schedules B or E supporting Lines 23 or 24 and include the amount, name, address and office sought by each candidate. 11 CFR §§104.3(b) and 106.1

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule(s) B and H4 of your report to clarify the following description(s): "Cashiering", "Office Supplies Expenses" (paid to individuals) and "Mail House." For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

-Please amend your report by providing the address for each disbursement itemized on Schedule(s) B and H4 supporting Line(s) 21(b) and 21(a).

-Schedule H4 of your report discloses voided or returned checks for expenditures made during this or previous reporting periods. However, you

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have failed to disclose a transfer-out for the non-federal portion of these voided checks issued for allocable expenses. Please provide clarifying information regarding the non-federal portion and, in addition, please clarify if and when these checks were reissued. If they were not reissued, please clarify the steps your committee has taken to account for the federal portion of these voided or returned checks in order to avoid the acceptance of a prohibited in-kind contribution.

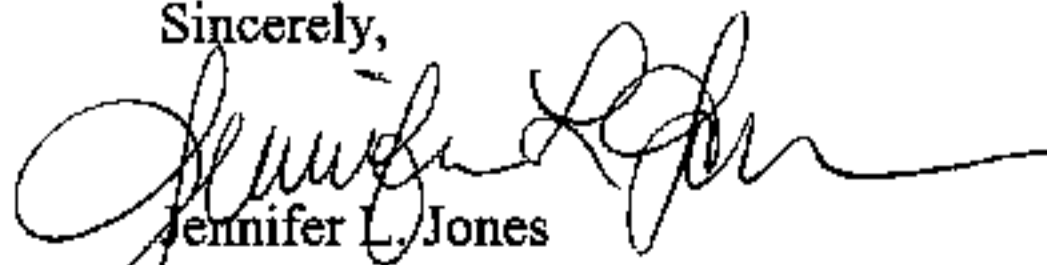
-Line 21(a)(i) of the Detailed Summary Page of your report discloses a total of \$454,291.59 for the federal share of allocable expenses during this reporting period. The sum of the entries itemized on Schedule H4, however, indicates the total to be \$539,291.59. Please amend your report to clarify the discrepancy.

-Line 21(a)(ii) of the Detailed Summary Page of your report discloses a total of \$454,291.59 for the non-federal share of allocable expenses during this reporting period. The sum of the entries itemized on Schedule H4, however, indicates the total to be \$539,291.59. Please amend your report to clarify the discrepancy.

**Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter.** Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1393.

Sincerely,

  
Jennifer L. Jones  
Campaign Finance Analyst  
Reports Analysis Division

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